



INSTRUCTIONS

PUBLIC RIGHT-OF-WAY PERMITS



STREET/SIDEWALK OBSTRUCTION OR CLOSING



Required to insure the public safety when blocking or diverting vehicular or pedestrian traffic in a public street, alley, sidewalk or assembly area.

1. Complete the upper portion of the form.
2. Leave the checked conditions blank unless the Public Works Inspector is present to assist you.
3. Leave your application at the window and the Public Works Inspector will call you to review the conditions or, if necessary, meet at the site to determine what is required for your particular event. Be sure the phone number on your application is one at which you can be reached during the hours of 8:30 a.m.-4:30 p.m. You will be called the date you apply or the following business day.
4. A fee of ten dollars (\$10.00) is required at the time the permit is issued.

SIDEWALK PERMIT

For repairs, replacement or new construction.

1. Complete the upper half of the form, and be sure to include a site plan or sketch detailing the work area. Normally, you will be called the next business day by the Public Works Inspector.
2. If the work is in the Historic District your application must be approved by a representative of the Historic District Commission.
3. A fee of ten dollars (\$10.00) is payable at the time the permit is issued.

CURB CUT PERMIT

For driveways or parking lot entrances.

1. Complete the upper half of the form and be sure to include a site plan or sketch showing the street, driveway, building, trees, signage, crosswalks, fire hydrants or any utility in the location of the proposed cut. Normally you will be called the next business day by the Public Works Inspector.
2. If the work is in the Historic District your application must be approved by a representative of the Historic District Commission.
3. A fee of five dollars (\$5.00) per foot of curb cut is payable at the time the permit is issued.



STREET AND/OR SIDEWALK OPENING PERMIT



For street and sidewalk openings required for utility installation (water sewer, gas, electricity, cable and phone).

1. Complete the upper section of the application and be sure to read the conditions for inspections and right-of-way restoration carefully. Normally, you will be called the next business day by the Public Works Inspector.
2. A temporary street/sidewalk obstruction permit will be required in addition to this permit if pedestrian or vehicular traffic is diverted or blocked.
3. Fees, to be paid at the time the permit is issued, are as follows:

50 sq. ft. or less...\$20.00

51-200 sq. ft....\$40.00

each additional 250 sq. ft....\$10.00